

## **ANNOUNCEMENT NUMBER: 034-011**

**OPEN TO:** All Interested Candidates

**POSITION:** Grants and Cooperative Agreement Specialist,  
FSN-10; FP-5\*

**OPENING DATE:** December 28, 2011

**CLOSING DATE:** January 13, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: US\$ 50,043 p.a. (Starting salary)  
(Position Grade: FP-5 to be confirmed by Washington)

\*Ordinarily Resident: US\$ 56,676 p.a. (Starting salary)  
(Position Grade: FSN-10)

**LENGTH OF HIRE:** Permanent Position

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Luanda is seeking an individual for the position of Grants and Cooperative Agreement Specialist

### **BASIC FUNCTION OF POSITION**

Under the direction of the CDC Angola Deputy Director, the Grants & Cooperative Agreement Specialist (CoAg Specialist) serves as program manager and cooperative agreement consultant for all of CDC's Cooperative Agreements and Contracts. The primary place of work is at the CDC office in Luanda, Angola. The incumbent is responsible for the day-to-day management of the all CoAgs, including the provision of programmatic and administrative technical assistance to CDC's partners. He or she is also responsible for the coordination of CDC-supported programs and interagency (for example, USAID, DoD, and CDC) communication.

Serves as the focal point of contact on administrative aspects of collaborative activities among CDC partners, the Government of the Republic of Angola, the US Ambassador and Deputy Chief of Mission to the Republic of Angola, CDC Atlanta, CDC Angola, USAID, and other international bodies

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641 161.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **REQUIRED EDUCATION:** Bachelor's degree in Business Administration, Public Administration, Accounting, International Development, Public Health Management or other related social or behavioral field is required
2. **REQUIRED WORK EXPERIENCE:**  
Minimum two years' experience in international work, accounting, finance management or public health is required.  
Minimum two years performing financial, accounting, and/or bookkeeping duties is required.  
Minimum of one year working in a management role that includes program management, supervisory duties, management of partners or donor organizations for non-governmental organizations or private sector companies.
3. **REQUIRED LANGUAGES:**  
Level III – reading/writing/speaking in Portuguese or Spanish is required.  
Level IV fluency – reading/writing/speaking in English is required.
4. **REQUIRED JOB KNOWLEDGE:**  
Demonstrated proficiency in an international setting is required.  
Ability to work independently with minimal support and supervision is required.  
Knowledge of HHS and CDC/PGO grants and financial management policies and procedures, and good working knowledge of Embassy procurement regulations is highly desirable.  
Knowledge of the HHS and CDC objectives for the PEPFAR program is highly desirable.  
Knowledge of the political situation and local customs as well as legal and regulatory Angola MOH policy and procedures is highly desirable.
5. **REQUIRED TECHNICAL KNOWLEDGE:**  
High level skill with Microsoft Office suite to include Word, Excel, Access, and familiarity with financial software and databases is required. Good keyboarding skills with speed and accuracy are also required  
  
Strong interpersonal communication skills to establish and maintain professional and working relationships with all levels of local and international personnel are required.

Good written and verbal communication skills as well as numerical skills to provide technical consultation on programmatic and administrative aspects of CDC contracts are required.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must go through background investigations.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Administrative Officer  
American Embassy Luanda  
Attention: Maureen Yates  
Av Presidente Houari Boumediene, No. 32, Luanda

## **POINT OF CONTACT**

Human Resources Office  
Attention: Olga Campos  
Telephone: 222641161  
FAX: 222641232

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: 13 January 2012**

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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Maureen Yates  
Human Resources Officer